

**University of Rochester**  
**Expectations for Excellence Graduate Assistant**

*Position Description*

**Position Summary**

The Expectations for Excellence Graduate Assistant position is a part-time Graduate Assistantship in the Office of Fraternity and Sorority Affairs (OFSA) that aims to create a vibrant, success-driven model for the fraternity and sorority community that focuses on creating true college-centered chapters. The primary charge of the Graduate Assistant includes working closely with all recognized fraternities and sororities to develop the quality programs that align themselves with the mission of The College and the principles of the Expectations for Excellence. This position is ideal for an individual with a fraternity/sorority background pursuing graduate study at the University of Rochester.

**Essential Duties, Tasks, and Responsibilities**

*Expectations for Excellence program and Chapter Development*

- Serve as the OFSA liaison to the chapters for their Expectations for Excellence plans and assist affiliated student officers in developing a network of chapter support from the Chapter Advocates, Alumni, Faculty Advisors (where applicable), other staff, etc.
- Review Expectations for Excellence plans with each chapter.
- Coordinate and host Expectations for Excellence Open Forum and Training sessions.
- Work with Dean of Students (DOS) office staff, including OFSA and the Rochester Center for Community Leadership (RCCL) to develop training programs for chapters in the five areas of the Expectations for Excellence: Scholarship, Community Building and Leadership, Programming, Non-Academic Student Conduct, and Organizational Management.
- Coordinate The College New Member Orientation, and other chapter officer-related training and transition support for chapter officers and general members.
- Build positive working relationships with chapter officers, chapter advocates, and chapter advisors.
- Assess individual chapter needs for services, programs and support, and coordinate programs and services accordingly.
- Serve as a member of the Fraternity/Sorority Standards Sub-Committee and take minutes as needed.
- Assist in the coordination of the Fraternity and Sorority Achievement Reception held every April at which groups and individuals in the fraternity/sorority community are recognized for their accomplishments.

*Chapter Advocate Program Development*

- Serve as the OFSA liaison to the Expectations for Excellence Chapter Advocates.
- Assess individual and collective Chapter Advocate needs for services, resources, programs and support. Coordinate programs and services accordingly.
- Coordinate regular Chapter Advocate group meetings.

### *Administrative*

- Report directly to the Director of Fraternity and Sorority Affairs and serve as a member of the OFSA staff.
- Meet weekly with the Director, OFSA.
- Attend meetings of the Management Committee, Standards Sub-Committee and Facilities and Finance Committee, as well as monthly Chapter Advocate group meetings.
- Attend various Fraternity Presidents' Council (FPC), Multicultural Greek Council (MGC), Panhellenic Association, and member groups, sponsored programs and meetings as needed.
- Attend various OFSA sponsored programs such as staff meetings, monthly All-Fraternity and Sorority Presidents' Meeting, etc.
- Attend Dean of Students office staff meetings, as needed.
- Other duties of special interest to the graduate assistant or as assigned by the Director, OFSA.

### **Time Commitment**

20 hours per week including some evening and weekend events. Term of position is July 1, 2008-June 30, 2009, with possible reappointment.

### **Eligibility Requirements**

- Must be a full-time, matriculated graduate student in a Masters or Doctoral program at the University of Rochester.
- Strong programming and student organization leadership experience preferred.
- Affiliation or experience with a Greek-letter organization preferred, but not required.
- Interest in a two-year appointment preferred, but not required.

### **Remuneration**

An unfurnished two-bedroom garden apartment, including all utilities. Some professional development funding is available.

### **To Apply**

Submit letter of application, resume and names/addresses/telephone numbers of three professional references to: Expectations for Excellence Graduate Assistant Search, Office of Fraternity and Sorority Affairs, University of Rochester, 201 Wilson Commons, Rochester, NY 14627. Questions can be directed to Monica Miranda Smalls, Director, Office of Fraternity and Sorority Affairs at (585) 275-3167. Review of applicants to begin **April 18, 2008** and continue until position is filled.